CSX

UTILITY PERMITTING

PROPERTY PORTAL

APPLICATIONS

The CSX Property Portal was designed to allow submittal of electronic applications for property related projects including access to CSX property and rail corridor, and utility permitting.

This new system encompasses the application lifecycle and makes it easy for applicants to check the status of their requests.

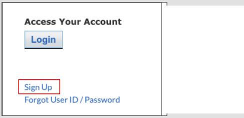
The CSX Property Portal is accessible through the internet however it works best with Google Chrome.

APPLICATION OVERVIEW

- Sign Up
- Application Lifecycle
- Navigation
- Submit an Application
- Tracking an Application
- Dashboard
- Contact CSX
- Application Attachments
- Withdraw an Application
- Links

SIGN UP

① Navigate to the CSX Property Portal Home Page at **propertyportal.csx.com**



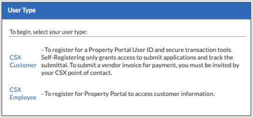
Access Your Account

Login

Sign Up

Forgot User ID / Password

② Select your User Type, **External Users** should select **CSX Customer**

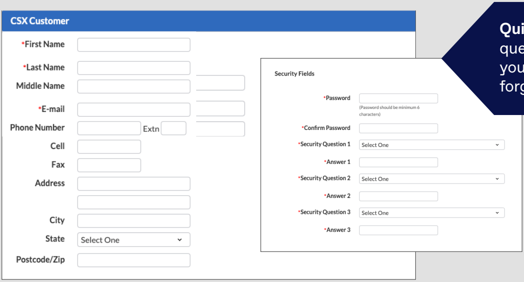


User Type

To begin, select your user type:

CSX Customer	- To register for a Property Portal User ID and secure transaction tools. Self-Registering only grants access to submit applications and track the submittal. To submit a vendor invoice for payment, you must be invited by your CSX point of contact.
CSX Employee	- To register for Property Portal to access customer information.

③ Fill in the **Customer information** and **Security Fields**



CSX Customer

*First Name

*Last Name

Middle Name

*E-mail

Phone Number Extn

Cell

Fax

Address

City

State: Select One

Postcode/Zip

Security Fields

*Password
(Password should be minimum 6 characters)

*Confirm Password

*Security Question 1: Select One

*Answer 1

*Security Question 2: Select One

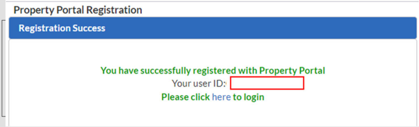
*Answer 2

*Security Question 3: Select One

*Answer 3

Quick Tip: The security questions will help you access your account in the event you forget your password.

④ Once you confirm the details you will receive a **confirmation message** that will include your **User ID**.



Property Portal Registration

Registration Success

You have successfully registered with Property Portal

Your user ID:

Please click here to login

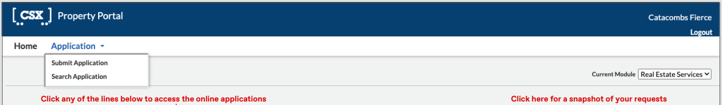
⑤ Select the **click here button** to logon

APPLICATION LIFECYCLE

Quick Tip: Applicants may withdraw their project from the Application Lifecycle after submittal by clicking the Withdraw Request button on the Application screen.

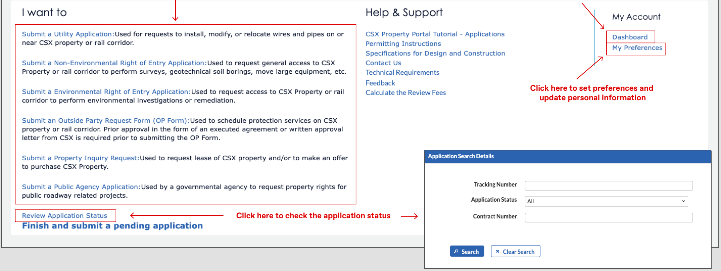
1. **Pre-Submittal:** Applicant is completing online application.
2. **Submitted:** Applicant has submitted the online application.
3. **Quality Assurance Review:** the application is under initial review to ensure the application fields have been completed correctly, the facility will be located on CSX property and the appropriate documents and fees have been received.
4. **Technical Review:** the application is under technical review to ensure proposed project meets CSX specifications, guidelines and/or standards.
5. **Contract Development:** the appropriate document is being prepared based on the type of project and sent to the applicant for handling.
6. **Document Distribution:** The final documents are distributed to the applicant for record keeping.

NAVIGATION


CSX
Property Portal
Catacombs Fierce
Logout
Home
Application
Submit Application
Search Application
Current Module
Real Estate Services

Click any of the lines below to access the online applications

Click here for a snapshot of your requests



I want to

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Submit a Property Inquiry Request:Used to request lease of CSX property and/or to make an offer to purchase CSX Property.

Submit a Public Agency Application:Used by a governmental agency to request property rights for public roadway related projects.

Review Application Status

Finish and submit a pending application

Click here to check the application status

Help & Support

CSX Property Portal Tutorial - Applications
Permitting Instructions
Specifications for Design and Construction
Contact Us
Technical Requirements
Feedback
Calculate the Review Fees

My Account

Dashboard
My Preferences

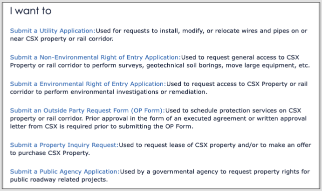
Click here to set preferences and update personal information

Application Search Details

Tracking Number
Application Status
All
Contract Number
Search
Clear Search

↦ COMPLETING AND SUBMITTING APPLICATIONS

① Select the application you want to submit by **clicking one of the Application options** (light blue text) on the home page.



I want to

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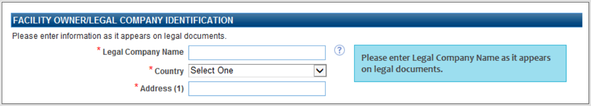
② Fill in the **application fields.** The question mark adjacent to certain fields contains additional information to help you complete the fields.



FACILITY OWNER/LEGAL COMPANY IDENTIFICATION

Please enter information as it appears on legal documents.

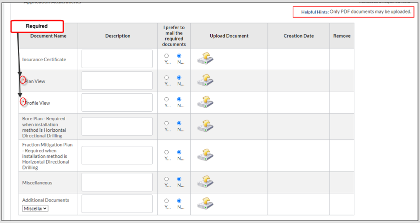
* Legal Company Name ?

* Country: Select One

* Address (1)

Please enter Legal Company Name as it appears on legal documents.

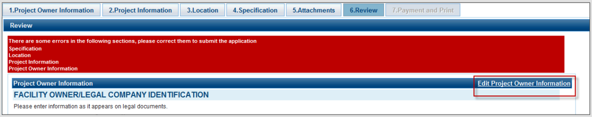
③ **Attach** the **required documents** and other documents pertaining the application submittal


Helpful Hints: Only PDF documents may be uploaded.

Required

Document Name	Description	I prefer to mail the required documents	Upload Document	Creation Date	Remove
Insurance Certificate		○ Y... ● N...			
* Plan View		○ Y... ● N...			
* Profile View		○ Y... ● N...			
Bore Plan - Required when installation method is Horizontal Directional Drilling		○ Y... ● N...			
Fraction Mitigation Plan - Required when installation method is Horizontal Directional Drilling		○ Y... ● N...			
Miscellaneous		○ Y... ● N...			
Additional Documents Miscella		○ Y... ● N...			

④ Once you have completed filling all of the fields and attached the appropriate documents you will have the opportunity to **review** the data. In the event you need to make corrections simply click the edit button to go back to that section


1.Project Owner Information
2.Project Information
3.Location
4.Specification
5.Attachments
6.Review
7.Payment and Print

Review

There are some errors in the following sections, please correct them to submit the application
Specification
Location
Project Information
Project Owner Information

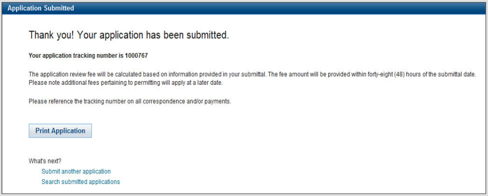
Project Owner Information

Edit Project Owner Information

FACILITY OWNER/LEGAL COMPANY IDENTIFICATION

Please enter information as it appears on legal documents.

⑤ Once you reviewed the data and are ready to submit click on the **Submit Application button.** You can also print a copy of the submitted application, submit another application or search your submitted applications.


Application Submitted

Thank you! Your application has been submitted.

Your application tracking number is 1000767

The application review fee will be calculated based on information provided in your submittal. The fee amount will be provided within forty-eight (48) hours of the submittal date. Please note additional fees pertaining to permitting will apply at a later date.

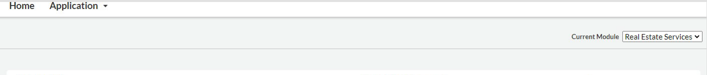
Please reference the tracking number on all correspondence and/or payments.

Print Application

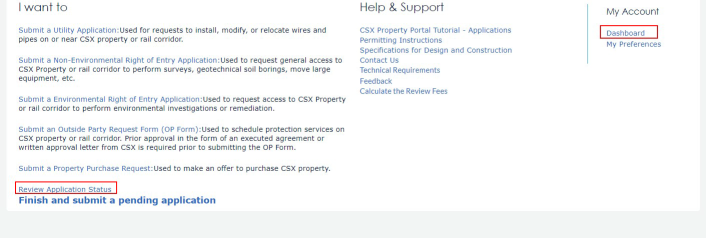
What's next?
Submit another application
Search submitted applications

↦ TRACKING YOUR APPLICATIONS

You can **check the status** of your applications using the **Dashboard** or **Review Application Status** quick link


Home
Application ▾

Current Module Real Estate Services



I want to

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Submit a Property Purchase Request:Used to make an offer to purchase CSX property.

Review Application Status

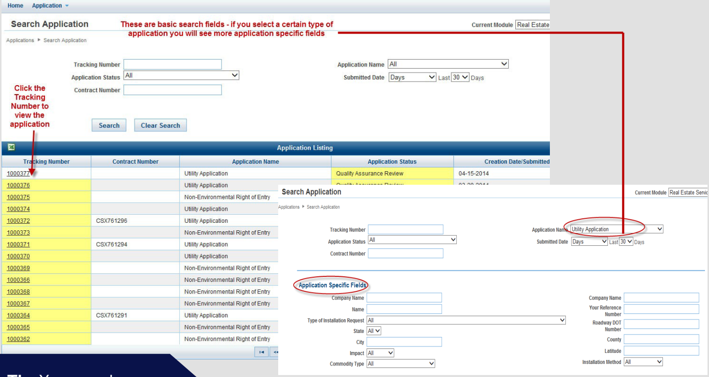
Finish and submit a pending application

Help & Support

- CSX Property Portal Tutorial - Applications
- Permitting Instructions
- Specifications for Design and Construction
- Contact Us
- Technical Requirements
- Feedback
- Calculate the Review Fees

My Account

- Dashboard
- My Preferences



Home
Application

Search Application

These are basic search fields - if you select a certain type of application you will see more application specific fields

Current Module: Real Estate

Applications ▸ Search Application

Tracking Number:
Application Status: All
Contract Number:
Application Name: All
Submitted Date: Days Last 30 Days

Click the Tracking Number to view the application

Search
Clear Search

Application Listing

Tracking Number	Contract Number	Application Name	Application Status	Creation Date/Submitted
1000377		Utility Application	Quality Assurance Review	04-15-2014
1000376		Utility Application		
1000375		Non-Environmental Right of Entry		
1000374		Utility Application		
1000372	CSX761296	Utility Application		
1000373		Non-Environmental Right of Entry		
1000371	CSX761294	Utility Application		
1000370		Utility Application		
1000369		Non-Environmental Right of Entry		
1000366		Non-Environmental Right of Entry		
1000368		Non-Environmental Right of Entry		
1000367		Non-Environmental Right of Entry		
1000364	CSX761291	Utility Application		
1000365		Non-Environmental Right of Entry		
1000362		Non-Environmental Right of Entry		

Search Application

Current Module: Real Estate Servic

Applications ▸ Search Application

Tracking Number:
Application Status: All
Contract Number:
Application Name: Utility Application
Submitted Date: Days Last 30 Days

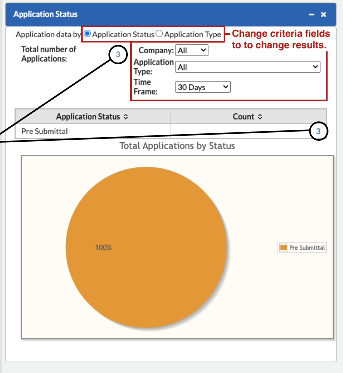
Application Specific Fields

Company Name:
Name:
Type of Installation Request: All
State: All
City:
Impact: All
Commodity Type: All
Company Name:
Your Reference Number:
Roadway DOT Number:
County:
Latitude:
Installation Method: All

Quick Tip: You can change the sort order by clicking on the column headings

↦ DASHBOARD

The dashboard provides a snapshot of your applications. The dashboard can be modified by changing criteria fields.


Application Status

Application data by ● Application Status ○ Application Type

Change criteria fields to to change results.

Total number of Applications: 3

Company: All

Application Type: All

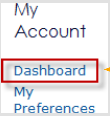
Time Frame: 30 Days

Application Status	Count
Pre Submittal	3

Total Applications by Status
100%
Pre Submittal

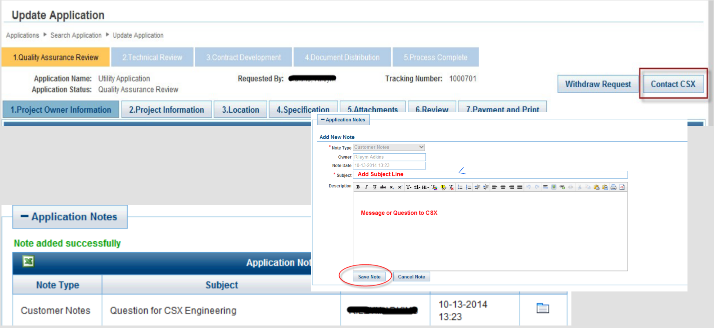
Clicking the links will take you to a listing of the applications

To access the dashboard click on the Dashboard hyperlink on the Home page


My Account
Dashboard
My Preferences

↦ CONTACT CSX

You can ask a question or a send a message to CSX using the Contact CSX button. Simply add the subject line, enter your message or question in the description box, and hit Save Note. The note is saved at the bottom of the application and a notification is sent to the CSX contact.


Update Application

Applications ▸ Search Application ▸ Update Application

1.Quality Assurance Review
2.Technical Review
3.Contract Development
4.Document Distribution
5.Process Complete

Application Name: Utility Application

Application Status: Quality Assurance Review

Requested By: [redacted]

Tracking Number: 1000701

Withdraw Request
Contact CSX
1.Project Owner Information
2.Project Information
3.Location
4.Specification
5.Attachments
6.Review
7.Payment and Print
− Application Notes

Add New Note

* Note Type: Customer Notes

Owner: Rileym Adkins

Note Date: 10-13-2014 13:23

* Subject: Add Subject Line

Description: Message or Question to CSX

Save Note
Cancel Note

− Application Notes

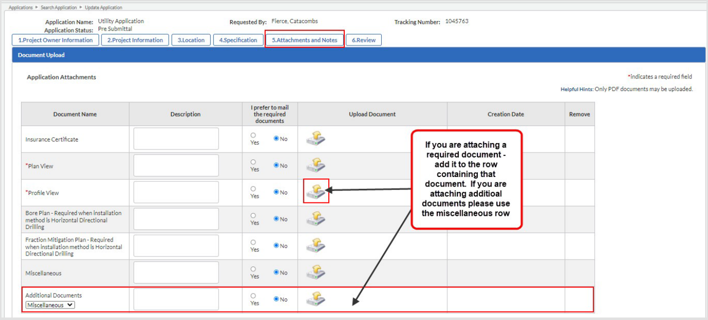
Note added successfully

Application Not

Note Type	Subject			
Customer Notes	Question for CSX Engineering	[redacted]	10-13-2014 13:23	

↦ APPLICATION ATTACHMENTS

Uploading attachments is not limited to the initial submittal. Attachments can be uploaded to an application until the application process has been completed. A notification will be sent to CSX when you upload a new attachment.



Applications ▸ Search Application ▸ Update Application

Application Name: Utility Application
Application Status: Pre Submittal
Requested By: Fierce, Catacombs
Tracking Number: 1045763

1.Project Owner Information
2.Project Information
3.Location
4.Specification
5.Attachments and Notes
6.Review
Document Upload

Application Attachments

*indicates a required field

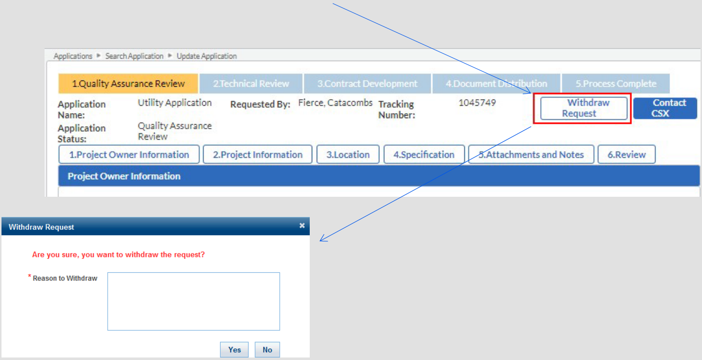
Helpful Hints: Only PDF documents may be uploaded.

Document Name	Description	I prefer to mail the required documents	Upload Document	Creation Date	Remove
Insurance Certificate		○ Yes ● No			
*Plan View		○ Yes ● No			
*Profile View		○ Yes ● No			
Bore Plan - Required when installation method is Horizontal Directional Drilling		○ Yes ● No			
Fraction Mitigation Plan - Required when installation method is Horizontal Directional Drilling		○ Yes ● No			
Miscellaneous		○ Yes ● No			
Additional Documents Miscellaneous		○ Yes ● No			

If you are attaching a required document - add it to the row containing that document. If you are attaching additioal documents please use the miscellaneous row

WITHDRAW APPLICATION

In the event you need withdraw an application that has been submitted, open the application and click on the Withdraw Request button.



Applications ▸ Search Application ▸ Update Application
1.Quality Assurance Review
2.Technical Review
3.Contract Development
4.Document Distribution
5.Process Complete
Withdraw Request
Contact CSX

Application Name: Utility Application
Application Status: Quality Assurance Review
Requested By: Fierce, Catacombs
Tracking Number: 1045749

1.Project Owner Information
2.Project Information
3.Location
4.Specification
5.Attachments and Notes
6.Review
Project Owner Information

Withdraw Request

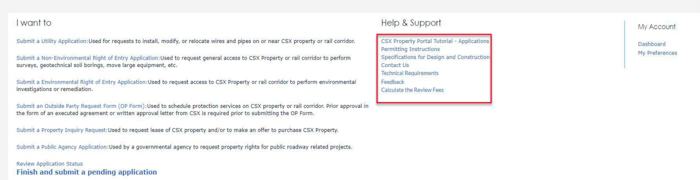
Are you sure, you want to withdraw the request?

*Reason to Withdraw

Yes
No

LINKS

In the event you need withdraw an application that has been submitted, open the application and click on the Withdraw Request button.



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Review Application Status

Finish and submit a pending application

We would love to hear from you. Please click the Feedback link to let us know what you think of the CSX Property Portal.

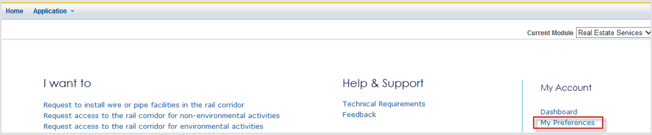
CSX has a variety of tools and materials to help you complete the application(s). Click the links to open the informational documents. Please use the QR codes below to access some other useful links include:

Val Maps

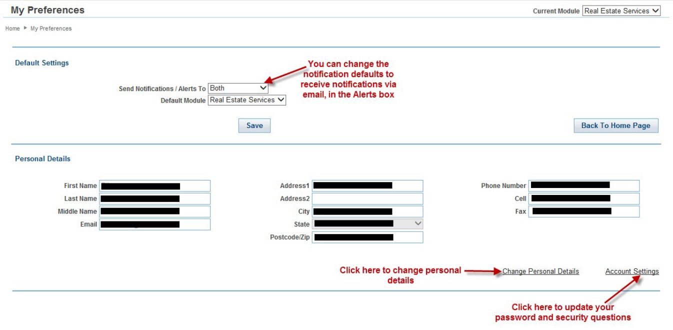
Existing Agreements

PREFERENCES AND ACCOUNT INFORMATION

You can update your personal information, select how you want to receive your notifications, and update your password and security questions on the My Preferences tab.



Home
Application
Current Module
Real Estate Services
I want to
Request to install wire or pipe facilities in the rail corridor
Request access to the rail corridor for non-environmental activities
Request access to the rail corridor for environmental activities
Help & Support
Technical Requirements
Feedback
My Account
Dashboard
My Preferences



My Preferences

Current Module: Real Estate Services

Home ▸ My Preferences

Default Settings

Send Notifications / Alerts To: Both
Default Module: Real Estate Services

You can change the notification defaults to receive notifications via email, in the Alerts box

Save
Back To Home Page

Personal Details

First Name: [redacted]
Last Name: [redacted]
Middle Name: [redacted]
Email: [redacted]
Address1: [redacted]
Address2:
City: [redacted]
State: [redacted]
Postcode/Zip: [redacted]
Phone Number: [redacted]
Cell: [redacted]
Fax: [redacted]

Click here to change personal details

Change Personal Details
Account Settings

Click here to update your password and security questions

CONTACT INFORMATION

Contacts by Territory
Downloadable PDF

CSX PROPERTY PORTAL TECHNICAL ISSUES

RES_Admin@csx.com

ENGINEERING/SPECIFICATION COMPLIANCE (BY STATE)

AL, IL, IN, LA, MI, MS, TN & Relocations System-wide
Nensi Patel, Nensi_Patel@csx.com

Canada, CT, DE, MA, ME, NC, NH, NJ, NY, OH, PA, VA & WV
Nick Jenkins, Nicholas_Jenkins@csx.com

DC, FL, GA, KY, MD, SC & Towers System-wide
Anthony Gilmore, Anthony_Gilmore@csx.com

Senior Manager Corridor Services
Alex Saar, Alex_Saar@csx.com

CONTRACT, INSURANCE AND FEE COMPLIANCE (BY STATE)

AL, FL, WV
Justin Roerig, Justin_Roerig2@csx.com

Canada, CT, DC, DE, GA, KY, MA, ME, MI, NH, NY, PA, TN
Deanna Paxon, Deanna_Paxon@csx.com

IL, MD, NC, NJ, OH, SC, VA
John White, John_C_White@csx.com

IN, LA, MS
Eric Horton, Eric_Horton@csx.com

Towers and Wireless Infrastructure System-wide
Becky Snyder, Becky_Snyder@csx.com

RIGHTS OF ENTRY - ENVIRONMENTAL & NON-ENVIRONMENTAL

Environmental & Non-Environmental System-wide
Corridor_Development@csx.com

LONGITUDINAL OCCUPANCIES

Contract, Insurance and Fee Compliance System-wide
Eric Horton, Eric_Horton@csx.com

Engineering/Specification Compliance System-wide
Alex Saar, Alex_Saar@csx.com